

DOCUMENTS REQUIRED WHEN APPLYING FOR A PERMIT

- I. The following is a list of some typical projects and the required sets of plans for each. The number of sets and specifications may be reduced by one if digital plans are submitted in an approved file format. See [Digital Document Submission Guidelines](#). Contact Permit Counter: 352-3271

Note: All permits that are not submitted via digital submission are subject to scanning fees (Please see [Fee Schedule](#) for related fees)

New Buildings

- 3 sets of plans and 2 sets of specifications.
- 3 sets of surveys with legible stamp of registered surveyor
- Forms necessary - Energy Report, Bldg. Permit & HVAC Applications **

Additions over 500 Square Feet

- 3 sets of plans and 2 sets of specifications
- 3 sets of site plans
- Forms necessary - Energy Report, Bldg. Permit & HVAC Applications**

Additions under 500 Square Feet

- 3 sets of plans and 2 sets of specifications
- 3 sets of site plans
- Forms necessary - Energy Report, Bldg. Permit & HVAC Applications**

Alterations which include HVAC work

- 3 sets of plans which include mechanical plans and 2 sets of specifications
- Forms necessary - Bldg. Permit & HVAC Applications

Alterations not including HVAC work (decks, signs, awnings, walls, sheds, haunted houses, interior demolitions, etc.)

- 3 sets of plans and 2 sets of specifications
- 3 sets of site plans
- Forms necessary - Bldg. Permit Application

Certificate of Use and Occupancy

- 3 sets of floor plans
- Forms necessary - Bldg. Permit Application

Heating, Ventilating, Air Conditioning

- 3 sets of plans and 2 sets of specifications
- Forms necessary - HVAC Application

Kitchen Hood & Exhaust Systems / Hood Fire Suppression Systems

- 3 sets of plans and 2 sets of specifications
- Forms necessary - HVAC Application

Sprinklers/Fire Alarms

- 3 sets of plans and 2 sets of specifications and hydraulic calculations
- Forms necessary - Bldg. Permit Application

Swimming Pools (in-ground and above ground)

- 3 sets of plans
- 3 sets of site plans
- Forms necessary - Bldg. Permit Application

Tents

- 3 sets of plans and 3 copies of certificate verifying fabric is flame resistant
- 3 sets of site plans
- Forms necessary - Bldg. Permit Application

****NOTE: Environmental Disclosure Form required for Industrial, Storage or Factory use groups only.****

Parking Lots and Excavation and Fill

- 3 sets of plans
- 3 sets of site plans
- Forms necessary - Bldg. Permit Application

Demolition

- No plans are necessary.
 - Applications for demolitions shall not be included on the same form for other work to be done on the site.
- Forms Necessary - Bldg. Permit Application

II. Minimum Plan Requirements:

- A. Plans, when submitted to the Division of Buildings and Inspections for review, shall be drawn to scale using a straight edge on unlined paper sized in standard multiples of 8 ½" x 11" or 9" x 12".
- B. All plans shall be comprehensive, detailed, legible and shall include but shall not be limited to the following information:
 - (1) An index of drawings located on the first sheet;
 - (2) A site plan based on an actual survey, showing street location; the location of the proposed building or addition and all existing buildings on the site, including setbacks from all property lines to the proposed and existing structures, distances between all buildings, number of stories, building height, shape and dimensions of the lot, location and sizes of all utility lines, and drainage provisions to adequately handle the surface runoff;

- (3) Floor plans, including plans of full or partial basements or cellars and full or partial attics or penthouses. Floor plans must show all relevant information such as door swings, stairs and ramps, windows, shafts, etc., and must be sufficiently dimensioned to describe all relevant space sizes. Wall materials must be described by cross-hatching (with explanatory key), by notation, or by other clearly understandable methods. Spaces must be identified as to their actual use. For alterations, provide a key plan indicating the location of the space within the building;
- (4) All elevations necessary to completely describe the exterior of the building, including floor to floor dimensions;
- (5) Cross sections, wall sections and detail sections, to scale, as may be required to describe the general building construction, including wall, ceiling, floor and roof materials and construction, and details which may be necessary to describe typical connections, etc.;
- (6) Complete structural description of the proposed structure on the above drawings or on separate drawings including size and location of all principal structural elements and a table of live loads used in the design of the building and computations, stress diagrams and other data sufficient to show correctness of plans;
- (7) Complete description of the mechanical and electrical systems of the building or affected space on the above drawings or on separate drawings, including plumbing schematics and principal plumbing, heating, ventilation and air conditioning duct and piping layouts and lighting and power equipment layouts;
- (8) Additional graphic or test information as may be reasonably required by the Director of Buildings and Inspections to allow him to review special or extraordinary construction methods or equipment; and
- (9) Plans shall bear the project address and the identification of the person primarily responsible for their preparation on each sheet.
- (10) Plans, except for 1, 2 and 3 family detached buildings, are required to be prepared and sealed by a Registered Architect or Professional Engineer.

Note: The aforementioned information is general in nature. Additional information may be required by the plans examiners.

- C. Permit application for State of Ohio Industrialized Units (modular buildings) shall be accompanied by 3 sets of plans stamped approved by the Ohio Board of Building Standards. Foundation plans are typically site specific and are required to be submitted along with the State approved plans. If HVAC equipment is not included in the units shipped, a HVAC permit application and corresponding construction documents shall be submitted. The plans examiner should be consulted for the need for the completion of the appropriate Energy Code Forms.